

VILLAGE OF INDIAN HEAD PARK, ILLINOIS
201 Acacia Drive
Indian Head Park, Illinois 60525

BOARD OF TRUSTEES
OPEN SESSION MINUTES
November 12, 2015

“Pursuant to 5 ILCS 120/2.06(3) minutes of the public meetings shall include, but need not be limited to a general description of all matters proposed, discussed, or decided and a record of the votes taken.”

CALL TO ORDER: Mayor Tom Hinshaw

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, November 12, 2015 at the Municipal Facility, 201 Acacia Drive and was convened at 7:30 p.m. by Mayor Hinshaw.

ROLL CALL: Laurie Scheer, Village Clerk

PRESENT (and constituting a quorum):

Trustee O’Laughlin
Trustee Wittenberg
Trustee Farrell Mayer
Trustee Mann
Trustee Metz
Trustee Lopez

ABSENT:

Mary Crowley, Building & Zoning

ALSO PRESENT:

John DuRocher, Village Administrator
Maureen Garcia, Treasurer
Richard Ramello, Village Attorney, Storino, Ramello & Durkin
Ray Leuser, Interim Chief of Police
Erica Stewart, Administrative Assistant
Edward Santen, Public Works Superintendent

RESIDENTS - 7

PLEDGE OF ALLEGIANCE recited

MAYOR’S REPORT:

Thank you to Dave Brink for his years of service and dedication. Village Administrator John DuRocher presented Mr. Brink with a custom bike jersey from the Village. Mr. Brink thanked everyone for the opportunity to work with the Village.

Bill McConaughy has submitted his resignation. He will be at next month's meeting and present him with a token of gratitude from the Village.

Erica Stewart has changed positions, and will be the Village's finance administrator. With the recent resignation and office changes, the Village will have openings in Public Works and the front office. The positions will be posted on the Village website shortly.

Tony Spinelli, Strand Associates, is here tonight representing our engineering firm for the Village.

We are currently looking at auditor and legal firms for potential changes in service.

Thank you to the Board members for their involvement to help the Village.

MOTION TO ACCEPT ITEMS A THROUGH C ON THE CONSENT AGENDA: Motion to Accept Items A through C on the Consent Agenda [A. Approval of October 8, 2015 Board Minutes; B. Approval of Payables for the Period Ending October 31, 2015 in the amount of \$93,616.07; and C. Approval of Financial Report for Month Ending October 31, 2015]. Trustee Farrell Mayer moved, seconded by Trustee Wittenberg. Motion carried by roll call vote (6-0-0).

MOTION TO APPROVE ITEMS A THROUGH C ON THE CONSENT AGENDA: Motion to Approve Items A through C on the Consent Agenda [A. Approval of October 8, 2015 Board Minutes; B. Approval of Payables for the Period Ending October 31, 2015 in the amount of \$93,616.07; and C. Approval of Financial Report for Month Ending October 31, 2015]. Trustee Lopez moved, seconded by Trustee O'Laughlin. Motion carried by roll call vote (6-0-0).

AUDIENCE COMMENTS: Bob Bersin, Acacia Homeowners Association. Reported an area of concern on Stratford that has loose gravel and would like direction how to get the area repaired. Mr. Bersin will meet with Mr. DuRocher to discuss the issue.

BUSINESS AGENDA ITEMS:

- A. Award of Sanitary Sewer Televising Bid in the Amount Not to Exceed \$35,000 to Sheridan Plumbing and Sewer. Trustee Mann explained the MWRD and the USEPA mandates regarding televising the sanitary sewers. Some issues they are looking for are infiltration of water from sources not allowed to be connected to the sanitary system as well as preventative maintenance and damage. If homeowners are found in violation, they will be fined and forced to remove the connection. If damage is found, for example tree roots, Director Santen and the Village Engineer will determine the necessary action needed to be taken. **Motion to Award Sanitary Sewer Televising Bid in the Amount Not to Exceed**

\$35,000 to Sheridan Plumbing and Sewer. Trustee Mann moved, seconded by Trustee Lopez. Motion carried by voice vote (6-0-0).

- B. Final Payout to Central Black Top in the Amount of \$122,248.29. Trustee Mann advised that there are still some issues that need to be addressed. Discussions were had regarding final payout, work not completed, areas that will need to be monitored and areas that are in need of repair because of cracking or pooling. Several streets were treated with a rejuvenator system to extend the life of the street until funds are available. Trustee Metz requests that Village send a correspondence to Central Black Top with a punch list to see how Central Black Top responds to the items of concern. **Motion to Approve Final Payout to Central Black Top in the Amount of \$122,248.29.** Trustee Farrell Mayer moved, seconded by Trustee Wittenberg. **Motion to Table Payout Pending Correspondence to and Response from Central Black Top.** Trustee Metz moved, seconded by Trustee O'Laughlin. Motion carried by roll call vote (yes votes - Trustee Metz, Trustee O'Laughlin, Trustee Lopez, Trustee O'Laughlin; no votes - Trustee Farrell-Mayer and Trustee Mann) (4-2-0).
- C. Discussion was held regarding Village wide garbage pickup. Currently residents are able to use a waste management company of their choosing and follow the company's refuse and recycling pick up procedure. Trustee Mann addressed the issue of some residents placing garbage on the street in bags and not in containers. This causes an issue for public works plowing the streets and the attraction of nuisance animals tearing the garbage apart. Trustee Mann would like the Village to look at a Village wide system and possible savings to residents.

Trustee Lopez updated the Board on the website project and options. After researching several companies and options available, Civic Plus is the recommendation the Village pursue for the website. Civic Plus has municipalities they work with that have a 100% transparency ratings. Transparency is an area the Board stated was of great importance since the rating for the Village has been very low for several years. Trustee Lopez and Village Administrator DuRocher will work with Civic Plus on pricing and have a proposal for next meeting. Also, reference checks will be done prior to our next meeting.

- D. Resolution R9-15-6 Tax Levy Estimate. Village Administrator DuRocher discussed the process of the tax levy estimate. In November, the Village passes a resolution passing the estimate for the tax levy for the upcoming year. At the December meeting, there will be a motion to pass the tax levy resolution. It will then be forwarded to the County Clerk so property taxes can be collected. The levy amount is built into this year's budget. There is a \$65,000 increase in the tax levy for the Village. The individual homeowner's tax bill should either stay the same or be reduced slightly. Final numbers will be ready by the December meeting. **Motion to Approve Resolution R9-15-06** moved by Trustee O'Laughlin, seconded by Trustee Metz. Motion carried by roll call vote (6-0-0).

- E. Village Administrator DuRocher advised the water rate recommendation will be sent to the Board next week. A town hall meeting will be set for **December 3, 2015 at 7:30 p.m.** to discuss the proposed water rate increase.

TRUSTEE UPDATES:

Trustee Farrell Mayer *Communications/Planning & Zoning* – The communications committee met and Bob Bersin, our Village resident representative, was in attendance. The next edition of Smoke Signals will be coming out early January. The most recent Smoke Signals was delivered to the Village businesses. The businesses were not previously on the mailing list.

Trustee Metz *Finance/Economic Development* – Attended the Southwest Central Dispatch Meeting. All 911 calls for the Village Police Department go through the Southwest Central Dispatch. The State is forcing the consolidation of 911 centers and many changes will be coming down the pipeline.

Attended the West Central Municipal Conference Central Council of Mayors meeting they distribute surface transportation funds through CMAP (Chicago Metropolitan Area Planning). This is an area of funding the Village can qualify to receive. The roads that qualify must be connector roads.

An economic development meeting took place this past month and discussions were had regarding economic development in the Village. We will be contacting land owners to see what future plans they have for the properties.

Trustee Wittenberg *Police Department/911/Economic Development/Planning & Zoning* – Milano Day Spa is under new management. There will be a ribbon cutting ceremony on December 5, 2015 at 3:30 p.m.

Trustee O'Laughlin *Parks and Recreation/Finance/Police/911* – The Village will be hosting a Holiday Party this year. It's been a few year's since the Village has hosted the event. Date and time will be announced soon. Continuing to collect additional information on Seaspar and their services.

Trustee Mann *Public Works* – The rejuvenator project took place on several streets throughout the Village. A request for the reports and time sheets be provided for review from the previous engineering firm.

TREASURER'S REPORT: *Maureen Garcia*

At last month's meeting the auditor, Baker and Tilly, gave their report regarding governance and management. One area in need of improvement was segregation of duties. The bank reconciliations will now be performed by the Treasurer and not the office staff. There are a few accounts that will be reviewed during the next month and reported on at the December meeting.

ATTORNEY REPORT: *Richard Ramello*

Village Administrator DuRocher will brief the Board on the pending litigation in closed session. The pending litigation is a lawsuit served upon the Village by Jack Kielczynski against the Village of Indian Head Park on behalf of Lyons Township regarding the police patrol contract between the Village and Lyons Township. The Village supplies a patrol car to patrol the unincorporated area of Lyons Township. Mr. Kielczynski's lawsuit alleges that during the time the Village was required to be patrolling the unincorporated area of the Township, officers were called to the scene outside of the unincorporated area. Due to the officer's response to the calls, the Township is entitled to a credit under the contract. He also alleges tickets issued in the unincorporated area and were paid to the County Clerk the collected fines were given to the Village instead of the Township and looks for reimbursement. The case has been submitted to IRMA and they have accepted defense of the matter.

ADMINISTRATOR REPORT:

Mr. DuRocher – No Report

STAFF REPORTS:

Ed Santen *Public Works* – Fall seasonal operations are winding down and the department is gearing up for winter. The dump truck is expected to be delivered around December 15th. The meter tops will be installed next week. Data will be electronically collected and usage patterns will be recorded. Once the patterns have been reviewed, selection of which meters to replace will take place.

Interim Chief Leuser *Police Department* – The new officers are doing well. The Police Department has added District 106's portable radio band to their radio. This will allow the Department to have direct contact with the staff in case of an emergency. The Department has also participated in a walkthrough of the building to familiarize themselves with the layout of the building.

Reminder to sign up for Code Red. There is also a mobile application that can be installed on your phone.

MOTION TO CLOSE OPEN SESSION AND ENTER INTO EXECUTIVE SESSION: Motion to Close Open Session and Enter into Executive Session Pursuant to Illinois Statutes to Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel of the Public Body Specifically 5 ILCS 120 Section 2(c)(1), and Discuss Litigation that has been Filed Against the Village Pursuant to Illinois Statute Specifically 5 ILCS 120 Section 2(c)(11). Motion made by Trustee Wittenberg at 9:09 p.m., seconded by Trustee Lopez. Motion carried by roll call vote carried (6-0-0)

MOTION TO ADJOURN CLOSED SESSION AND RECONVENE IN OPEN SESSION:

Motion made by Trustee Wittenberg at 9:54 p.m. to return to open session; seconded by Trustee Mann. Motion carried by voice vote (6-0-0).

RETURN TO OPEN SESSION ROLL CALL: Present

Mayor Hinshaw

Village Clerk, Laurie Scheer

Trustee Farrell Mayer	Trustee Lopez
Trustee O'Laughlin	Trustee Metz
Trustee Mann	Trustee Wittenberg
Village Administrator, John DuRocher	

ADJOURNMENT:

There being no further discussion, Trustee Mann moved, seconded by Trustee O'Laughlin, to adjourn the Village Board of Trustees meeting at 9:56 p.m. Motion carried by voice vote (6-0-0)

Submitted by Laurie Scheer, Village Clerk